ORDER FOR SUPPLIES OR SERVICES								PAGE 1 OF 18				
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6. ISSUED	.0F0296K			CODE	0-03-F-001 W52H09	,	2003SEP25 TERED BY (If other t	than 6)	SEE S	CODE S:	3319A	DOA5 8. DELIVERY FOB
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NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNI (YYYYMMM) If this box is marked, supplier must sign Acceptance and return the following number of copies: 17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE												
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a. DATE b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					OFFICER	COMPL				35. BILL OF L	ADING NO.	
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Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.

SUPPLEMENTAL INFORMATION

1

- 1. THIS ACTION REPRESENTS TASK ORDER DAAE20-03-F-0017 AGAINST GSA MOBIS (SCHEDULE 874-1) CONTRACT GS-10F-0296K. CLIN 0001
 IS FOR TECHNICAL SUPPORT SERVICES FOR SECURITY ASSISTANCE TECHNICAL SUPPORT SERVICES FOR THE CHEMICAL BIOLOGICAL DEFENSE PRODUCT
 SUPPORT INTEGRATION DIRECTORATE (CBDPSID) LOCATED AT THE ROCK ISLAND ARSENAL, ROCK ISLAND, IL FOR THE PERIOD OF 1 OCT 2003 30 SEP 2004 AND TWO OPTION YEARS, 1 OCT 2004-30 SEP 2005 AND 1 OCT 2005-30 SEP 2006. CLIN 0002 IS FOR REIMBURSEMENT OF TRAVEL
 EXPENSES INCURRED BY THE CONTRACTOR IN PERFORMANCE OF THE SOW IN SECTION C OF THE CONTRACT. THE TRAVEL SOW IS AT ATTACHMENT 001.
 THE GOVERNMENT RESERVES THE RIGHT TO EXTEND THE CONTRACT BY TWO (2) ONE-YEAR PERFORMANCE PERIODS. THE CONTRACTOR WILL BE NOTIFIED
 30 DAYS PRIOR TO THE END OF EACH CONTRACT PERIOD, IN WRITING, IF THE GOVERNMENT DECIDES TO EXTEND THE PERIOD OF PERFORMANCE.
- 2. THE TOTAL DOLLAR AMOUNT OF THE FIXED PRICE PORTION (CLIN 0001) OF THIS ACTION IS \$100,224.00. HANCOCK MANAGEMENT L.L.C. SHALL BILL THE GOVERNMENT UTILIZING A DD250. THE DD250 SHALL BE ACCEPTED AT DESTINATION, WHICH IS THE CBDPSID AND APPROVED BY THE DESIGNATED CONTRACTING OFFICER'S REPRESENTATIVE OR HIS DELGATEE. THE CONTRACTOR SHALL BE PAID ON THE 15TH AND THE LAST DAY DAY OF EACH MONTH, WHICH EQUATES TO 24 EQUAL PAYMENTS OF \$4,176.00 EACH.
- 3. THE DOLLAR AMOUNT OBLIGATED FOR CLIN 0002 IS \$5,000.00 ON A COST-REIMBURSABLE BASIS. THE CONTRACTOR IS TO SUBMIT THE INVOICES FOR TRANSPORTATION, HOTEL, RENTAL CAR AND ANY EXPENDITURES OF \$75.00 OR MORE TO THE COR AT ROCK ISLAND, IL. A DD250 STATING THE TOTAL COST OF ALL TRAVEL EXPENSES IS TO ACCOMPANY THE INVOICES. THE COR WILL VALIDATE THE EXPENSES BY APPROVING THE DD250. THE DD250 WILL SERVE AS THE OFFICIAL REQUEST FOR PAYMET FROM DFAS-RI.
- 4. THE TERMS OF THE GSA CONTRACT APPLY TO THIS TASK ORDER.

*** END OF NARRATIVE A 001 ***

Regulatory Cite Title Date

52.201-4501 NOTICE ABOUT TACOM-RI OMBUDSMAN APR/2002
TACOM-RI

- a. We have an Ombudsman Office here at TACOM-RI. Its purpose is to open another channel of communication with TACOM-RI contractors.
 - b. If you think that this solicitation:
 - 1. has inappropriate requirements; or
 - 2. needs streamlining; or
 - 3. should be changed

you should first contact the buyer or the Procurement Contracting Officer (PCO).

- c. The buyer's name, phone number and address are on the cover page of this solicitation.
- d. If the buyer or PCO doesn't respond to the problem to your satisfaction, or if you want to make comments anonymously, you can contact the Ombudsman Office. The address and phone number are:

U.S. Army TACOM-RI AMSTA-AQ-AR (OMBUDSMAN) Rock Island IL 61299-7630 Phone: (309) 782-3224

Electronic Mail Address: ombudsman@ria.army.mil

- e. If you contact the Ombudsman, please provide him with the following information:
 - (1) TACOM-RI solicitation number;
 - (2) Name of PCO;
 - (3) Problem description;
 - (4) Summary of your discussions with the buyer/PCO.

(End of clause)

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Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.

(AS7006)

2 52.204-4506 PUBLIC ACTIVITY INVOLVEMENT TACOM-RI

FEB/2003

Subcontract opportunities under this solicitation and any resulting contracts are open to competition between Department of Defense activities and private firms. In addition, Army Industrial Facilities are available to sell manufactured articles or to perform work at such Facilities on behalf of Offerors, in certain circumstances and as permitted by law. Rock Island Arsenal, Watervliet Arsenal, Anniston Army Depot, Sierra Army Depot, and Red river Army Depot have expressed interest in securing subcontracting opportunities under this RFP. For information related to the capabilities of these facilities, and Points of Contact, see www.gsie.army.mil

(End of Clause)

AS7005

3 52.233-4503 AMC-LEVEL PROTEST PROGRAM TACOM-RI

JUN/1998

(OCTOBER 1996)

If you have complaints about this procurement, it is preferable that you first attempt to resolve those concerns with the responsible contracting officer. However, you can also protest to Headquarters, AMC. The HQ, AMC-Level Protest Program is intended to encourage interested parties to seek resolution of their concerns within AMC as an Alternative Dispute Resolution forum, rather than filing a protest with General Accounting Office or other external forum. Contract award or performance is suspended during the protest to the same extent, and within the same time periods, as if filed at the GAO. The AMC protest decision goal is to resolve protests within 20 working days from filing. To be timely, protests must be filed within the periods specified in FAR 33.103. Send protests (other than protests to the contracting officer) to:

HQ Army Materiel Command Office of Command Counsel ATTN: AMCCC-PL 5001 Eisenhower Avenue Alexandria. VA 22333-0001

Facsimile number (703) 617-4999/5680 Voice Number (703) 617-8176

The AMC-level protest procedures are found at:

http://www.amc.army.mil/amc/cc/protest.html

If Internet access is not available contact the contracting officer or HQ, AMC to obtain the AMC-Level Protest Procedures.

(END OF CLAUSE)

(AS7010)

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	SUPPLIES OR SERVICES AND PRICES/COSTS				
0001	SECURITY CLASS: Unclassified				
0001AA	SERVICES LINE ITEM	1	LO		\$100,224.00
	NOUN: TACOM-RI SA SUPPORT CONTRACT PRON: S63FMS02SB PRON AMD: 02 ACRN: AA AMS CD: 44200210000 FMS CASE IDENTIFIER: OO-B-A03				
	Inspection and Acceptance INSPECTION: Destination				
	Deliveries or Performance DLVR SCH PERF COMPL _REL CD QUANTITY DATE 001 1 30-SEP-2004				
	\$ 100,224.00				
0002	SECURITY CLASS: Unclassified				
0002AA	SERVICES LINE ITEM	1	LO		\$5,000.00
	NOUN: TDY TACOM-RI SA SPT CONTRACT PRON: S63FMS03SB PRON AMD: 01 ACRN: AA AMS CD: 44200210000 FMS CASE IDENTIFIER: OO-B-A03				
	Inspection and Acceptance INSPECTION: Destination				
	Deliveries or Performance PERF COMPL DLVR SCH PERF COMPL _REL CD QUANTITY DATE 001 1 30-SEP-2004				
	\$ 5,000.00				

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Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

STATEMENT OF WORK (SOW) <u>Security Assistance (SA) Case Manager</u>

A.1. Scope of Work

This effort shall be limited to nonpersonal services that shall include, but not limited to the following:

- A.1.1. <u>Case Development</u> Develop assigned Security Assistance (SA) program cases using the Total Package Approach method. Maintain familiarity with TACOM managed items in order to assist in determining the specific requirements for development of planning cases and Letters of Offer and Acceptance (LOA), modifications and amendments. Ensure all cases are completed on time. Obtain Price and Availability, negotiating substations and price adjustments. Process requests from other supply sources and determine any additional actions.
- A.1.2. <u>Case Management</u> Review cases and lines to ensure the status of open or pending cases for all countries within assigned programs. Monitor all phases of materiel and financial support for SA customers. Initiate actions required to respond to emergency requests. Provide financial and supply/logistic status on all assigned TACOM cases and managed lines on cases written by other commands. Process off-line requisitions. Research CCSS files to obtain logistics data to investigate standard item requisition discrepancies. Correct the Document Control File (DCF) file if necessary. Coordinate and disseminate malfunction/safety of use messages involving TACOM managed materiel.
- A.1.3. <u>Case Closure</u> Initiate proper funding requests to obtain final cost of the cases and ensure that all necessary actions have been completed to resolve billing problems. Update the automated CCOPES system with the code 30 to identify as logistically complete. Initiate final billing action when required. Certify the shipping and billing records in CCOPES, and submit the certification to DFAS-DE. Develop and maintain various records for managing CCOPES.
- A.2. Applicable Documents:
- A.2.1. DOD 51205.38-M Security Assistance Management Manual (SAAM)
- B.1. Background Information
- B.1.1. Security Assistance (SA) is the primary method used to carry out U.S. foreign and national security policy through the transfer of defense articles, defense services, military training, and economic assistance. SA is addressed in a statutory sense throughout the Foreign Assistance Act of 1961, as amended (FAA), and the Arms Export Control Act, as amended (AECA).
- B.1.2. The Tank-automotive and Armaments Command (TACOM) located in Warren, MI, has an agency, TACOM-RI, located on the Rock Island Arsenal, Rock Island, IL. Some TACOM-RI acquisition personnel are co-located within the Chemical Biological CBU and perform the acquisition functions for the CBU.
- B.1.3. The intent of this SOW is to obtain the services of qualified individuals to provide a cost effective means to accomplish the SA mission within the Chemical Biological CBU of TACOM-RI, Rock Island, IL. This Statement of Work defines the general tasks required of the Contractor to provide the specified support. Specific tasks for accomplishment will be identified by individual task order. The level of effort consists of one-man year. Job sharing (maximum of 2 people) will be permitted to fulfill the one-man year requirement of this SOW. For purposes of this contract, a man-year consists of 260 days per year. The individual(s), under the contract, must be on-site at TACOM-RI at least 234 days per year. The other 26 days include 10 Federal Holidays, listed below. The remaining 16 days are to be used at the discretion of the contractor. For record-keeping purposes, official travel is considered on-site at TACOM-RI. The contract period consists of one basic year with two one-year option periods.
- B.1.4. The Government will define the scope of work required to perform the Security Assistance mission. This would include Case Development, Case Management, Case Closure, and financial management.
- B.1.5. The contractor shall provide technically qualified personnel, task order management and administration, materials, and equipment other than Government Furnished Property and Government Furnished Equipment to meet the requirements of the contract.
- B.1.6. Requirements
- B.1.6.1. Standards. The offeror must access the web site, www.dss.mil and fill out the form requesting security clearance for itself and for the individual(s) who is/are to perform the work. Proof of application shall be in the form of submission of the printed web site acceptance sheet.

Contractor personnel shall not release any proprietary information or any source selection information obtained during the course of performance of this SOW. Contractor personnel shall not have any conflict of interest with potential offerors for

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Name of Offeror or Contractor: HANCOCK MANAGEMENT L.L.C.

items/services related to this SOW. Contractor personnel shall sign certifications concerning conflicts of interests, nondisclosure and rules of conduct as required during the performance of this SOW.

If during the performance of this contract the contractor gains access to proprietary information of other companies, the contractor must agree with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished. Copies of these agreements shall be furnished to the contracting officer who will ensure that they are properly executed.

- B.2. Government Furnished Property, Facilities, Equipment and Services:
- B.2.1. The Government will furnish all facilities, utilities, equipment, furniture, technical manuals, and supplies required to perform the services called for in this contract.
- B.2.2. The Contractor is responsible for all Government furnished property (GFP) and shall sign for such property on a DA Form 3161, Request for Issue or Turn-in. All property on short-term loan will be returned when not in use.
- B.2.3. All accountable property loaned to the Contractor will be returned to the Government upon termination or completion of this Contract. A joint Inventory will be completed to document return of all equipment. The Contractor shall be liable for replacement, or cost for replacement, of any lost non-expendable GFP as determined by Report of Survey conducted by the Government to determine the liability of the lost GFP.
- C.1. Contractor Furnished Property, Facilities, Equipment and Services:
- C.1.1. Contractor furnished property, facilities and equipment are not normally required in the performance of services called for in this contract, except for personal safety items. The Government assumes no responsibility for Contractor owned property.
- C.1.2. The Contractor shall perform assigned SA mission work within the Continental United States (CONUS).
- C.1.3. The Government reserves the right to remove any individual from an assignment under this contract for reasons of incompetence, intoxication, controlled substance abuse, misconduct, security risk, or violation of State and/or Federal Laws.
- C.1.4. The contract services shall be provided at the Rock Island site. The contractor(s) must perform the SA duties on site, or alternate work site, which cannot exceed a 50-mile radius of RIA, at least 90 percent of the work year. No more than 30 percent of the work-year may be performed at the alternate work site. Travel in support of the SA mission will be considered on site for the purposes of meeting the 90 percent requirement. The contractor(s) shall be available as necessary to perform the duties as described in the SOW, and will work a tour of duty consistent with the operations of the work site. The contractor(s) shall remain flexible regarding hours to meet extraordinary mission requirements. For purposes of the contract, a work year will be defined as 2088 hours per year, or one-man year. Job sharing (maximum of 2 people) will be permitted to fulfill the one-man year requirements of this SOW.
- C.2.1. <u>Contractor Responsibilities</u>. The Contractor shall be responsible for the manner and method in which this SOW is performed. The Contractor shall coordinate with the Contracting Officer Representative (COR) and responsible SA Manager to discuss SA policies and procedures in the execution of this SOW.
- C.2.1.2. Administration The contractor must be skilled in logistics management and fully knowledgeable in security assistance procedures, methods, techniques, regulations, policies, and programs in order to ensure protection of the interests of both the U.S. Government and foreign countries. The contractor must have working knowledge of funding and logistics management matters to include procurement, production, maintenance, transportation, training, facilities operation, protocol, and management information systems.
- C.2.1.3. Operation The Contractor shall coordinate with United States Security Assistance Command (USASAC) and Defense Finance and Accounting Service (DFAS) in support of the SA mission as required.
- C.2.1.4 Customer services The Contractor shall be helpful, timely and courteous in providing FMS support to USASAC case managers and other customers.
- C.2.1.5. Case Management The contractor shall manage assigned SA programs. In performing this responsibility, the contractor shall coordinate and monitor sensitive and routine actions involving case preparation, management and closure actions. The contractor shall participate in conferences held with DA activities and/or foreign governments as directed by the Contacting Officer or COR.
- C.2.1.5.1. The contractor shall have knowledge of the mission and functions of the Security Assistance Management Office and have knowledge of the analytical and fact-finding techniques required to plan, develop and staff SA policies and procedures as it relates to logistical support. The contractor shall interpret policy and provide technical quidance concerning the requirements of individual

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programs and systems. The contractor shall integrate individual programs into an overall materiel support effort. The contractor shall ensure that it is fully informed of the status of open or pending cases for all countries within assigned programs.

- C.2.1.5.2. The contractor shall obtain pricing and availability data for assigned cases. This responsibility begins with case implementation (or receipt of funded requisition) and ends with code 30 entries in Case Closeout Program Execution System (CCOPES). The contractor shall coordinate and monitor all phases of materiel and financial support for SA customers. This shall include processing inquiries and requests for materiel and services, obtaining and reviewing price and availability data to ensure that materiel and regulatory requirements are met, negotiating substitutions and price adjustments as required, and preparing and forwarding pricing and availability data to the requesting command. It shall also include the initiation of funding request actions upon receipt of requisition identification and follows up to ensure that the supplying agencies are performing in accordance with SA program requirements. The contractor shall provide integration of foreign military sales (FMS) requirements and logistical support requirements for fielded items. The contractor shall plan, develop, and staff procedures relating to a total package approach philosophy. The contractor shall coordinate/manage uncommon/nonstandard requisition items.
- C.2.1.5.3. The contractor shall provide assistance to foreign governments and international organizations, through appropriate channels, relative to procedures for equipping and maintaining forces under the military assistance programs.
- C.2.1.5.4. The contractor shall analyze the performance of activities to assure that commitments to foreign governments are met in accordance with program provisions. The contractor shall review system-wide operations and recommend changes in policy or procedures to ensure effective materiel support. The contractor shall attend conferences at higher headquarters, other agencies, and the field level on matters related to materiel support of assigned items. The contractor shall participate as a TACOM-RI representative in conferences with personnel of DA activities and/or foreign governments, as required. Provides pricing and availability data to request revisions to programs as necessary to reflect changing requirements or conditions.
- C.2.1.5.5. The contractor shall research CCSS files to obtain logistics data to investigate standard item requisition discrepancies. Correct the Document Control File (DCF) file if necessary.
- C.2.1.5.6. The contractor shall provide input to staff action correspondence research case files and databases for information required for special reports. All correspondence including reports and briefings to be presented to management will represent complete staff work and convey the most factual and current information available.
- C.2.1.5.7. The contractor shall develop and maintain the Logistics Data File on individual foreign country military tactics and logistics support concepts for use in the developing of the FMS Materiel Requirements Lists (MRLs). The contractor shall update FMS MRLs as changes are directed by Army authorization documents, other commands, and other services/agencies.
- C.2.1.5.8. The contractor shall maintain visibility of systems under development to assure consideration of Foreign Military Sales (FMS) requirements.
- C.2.1.5.9. The contractor shall update and maintain historical record of issues of items to foreign countries.
- C.2.1.5.10. The contractor shall provide identification and price of publications for items to be listed on FMS offers.
- C.2.1.5.11. The contractor shall manage and control the deployment of quality assurance teams (QATs) from case preparation through post deployment briefing for TACOM managed FMS Letters Of Acceptance (LOAs).
- C.2.1.5.12. The contractor shall initiate requests for concurrent spare parts (CSP), and maintenance support items (MSI) under the FMS LOAs and process the appropriate CCSS application. The contractor shall review all output data for completeness and adequacy of support in conjunction with maintenance review. The contractor shall provide dollar values and transmit data to USASAC or other Major Subordinate Command (MSC) case manager.
- C.2.1.5.13. The contractor shall maintain the supportability list for items. The contractor will update the list every quarter if required.
- C.2.1.5.14. The contractor shall coordinate the initiation of a System Support Buy Out (SSBO) action for TACCOM managed end items being deleted from U.S. Army supply system. The contractor shall prepare and forward SSBO to USASAC-NCAD 2 years before supportability date ends.
- C.2.1.5.15. The contractor shall coordinate and disseminate malfunction/Safety Of Use Messages (SOUM) involving TACOM managed materiel supplied to the FMS customers. The contractor shall notify customers of resolutions and provide clear guidance for required in-country actions.
- C.2.1.5.16. The contractor shall routinely forecast cases for closure in the CCOPES as directed by USASAC at NCAD. The contractor shall initiate proper funding requests to obtain final cost of the cases and ensure that all necessary actions have been completed to resolve billing problems. As a final step to case closure, the contractor shall update the automated CCOPES system with the code 30 to identify as logistically complete. The contractor shall submit appropriate documentation to DF AS-St. Louis to initiate final

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billing action when required. The contractor shall update the ADP records when the case folder is received for closeout, certify the shipping and billing records in CCOPES, and submit the certification to DFAS-DE. The contractor shall process folders for records holding by the end of each calendar year. The contractor shall develop and maintain various records for managing CCOPES and monitor the percentage completed on a monthly basis to ensure that at least 85 percent of the monthly goal is met.

- C.2.1.5.17. Process off-line requisitions. The contractor shall receive the exception data A05 and process the A05 to distribution management center to update the system. The contractor shall keep a copy in the case folder and maintain a file folder copy.
- C.2.1.5.18. The contractor shall monitor Repair & Return Issues for assigned Maintenance Support Agreements.
- C.2.1.6. Other Duties The contractor will assist Integrated Product Teams with direction by Government Employees in areas of logistics. This would include preparing publications, coordinating publication requirements, reviewing manuals; Research information related to developing Pricing and Availability; Develop and distribute policies and procedures related to Integrated Logistics Support; Assist in the development of Integrated Logistics Support Plans, Training Planning Process Methodology, Manpower Personnel Integration for Joint Chemical Biological programs. Facilitate team-building endeavors among Government employees.

D.1. Tasks to be Performed:

- D.1.1. The Contractor shall comply with the terms of the Statement of Work (SOW) in strict accordance with applicable local polices (installation/Command, unit, TACOM-RI), Department of Army (DA) documents and policies, Department of Defense (DOD) regulations and all updates/changes to this SOW during the life of the contract. The Contractor shall immediately bring to the attention of the Government, for final resolution, any apparent conflict between compliance with the directives, policy, rules and regulations identified in this contract and the execution of this contract.
- D.2.1. Assumptions and Constraints
- D.2.2.1. The Contractor shall not under any circumstance, supervise or otherwise direct Government employees or other Contractors employed under other Government contracts.
- D.2.2.2. The Government will not directly or indirectly provide supervision or control of Contractor personnel.
- D.2.2.3. Informal Communications. The Contractor shall maintain informal communications with the COR for task orders and the basic contract on a weekly basis, or more often if deemed necessary. The Contractor shall provide information only to the KO and COR unless approved by the KO or COR. Any issues or problems that cannot be resolved through these informal conversations shall be addressed at formal IPRs. These informal conversations do not substitute for any contractually required meetings, reviews, or briefings.
- D.2.2.4. Government Support. As specified in task orders. Task orders will not be changed without approval from the KO or COR.
- D.2.2.5. The Contractor shall have sole responsibility and discretion for the manner and method of performing tasks as specified in this SOW. The Contractor shall coordinate with the COTR and responsible FMS Manager to discuss FMS policies, procedures, and execution of service.

E.1. <u>Key Personnel</u>

- E.1.1. The supervision of Contractor employees shall be the responsibility of the Contractor.
- E.2. Substitution of Personnel. The Contractor shall assign to each specific task order those persons, whose resumes were submitted with the proposal, who are necessary (key personnel) to fill the requirements of the contract and the task order. No substitutions of key personnel shall be made without prior written approval of the Contracting Officer. All proposed substitutions of key personnel shall be submitted to the Contracting Officer in writing at least 15 calendar days (30 calendar days if a security clearance must be obtained) in advance of the proposed substitutions. All requests for substitutions must include a complete resume of the proposed substitute and any other information requested by the Contracting Officer. All proposed substitutes must have qualifications that are equal to or higher than the qualifications of the position.
- E.3. Replacement. If the Contractor removes any key personnel on this contract and/or task order issued against this contract, the Contractor shall immediately notify the Contracting Officer and COR, and replace such personnel with personnel of equal or higher qualifications. The replacement personnel shall submit their resume(s) and the SF85P acceptance sheet to the COR and the Contracting

F. PERFORMANCE MEASUREMENTS

F.1.1. In Process Reviews (IPRs). The Contractor and the Contracting Officers Representative (COR) specified in the individual task order shall meet and conduct monthly IPRs to discuss and informally evaluate the Contractors efforts and progress in the accomplishment of assigned tasks and resolutions of technical issues, if any. IPRs shall be held at Government furnished facilities. The Contractor shall submit agenda items 3 working days prior to each meeting. The agenda and minutes will be the responsibility of

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the contractor.

- F.1.2 Quarterly Status Report. The contractor shall provide the Government COR a quarterly status report to summarize the current status of all tasks. As a minimum, the report shall identify work completed during the reporting period, deliverables provided, problem areas or concerns requiring Government input or decision, labor hours expended, and work plans, if any, for the next reporting period.
- F.1.3. INSPECTION Criteria. The Government will have the right to inspect the Contractors performance under the task orders associated with this contract. The Contracting Officer may conduct such inspection and surveillance of the Contractors performance under the contract as deemed appropriate and necessary.
- G.1. Travel For estimating and planning purposes, a Travel SOW is provided as a separate document.
- G.1.1. In support of the Tasks to be performed paragraph A.4, the Contractor may be required to travel to accomplish the terms of the SOW within the contract. Travel destinations/dates will be determined over time. The Contractor shall secure approval from the Contracting Officers Representative (COR) prior to the performance of any travel. A separate Travel Scope of Work will be forthcoming.
- G.1.2. All temporary travel shall be arranged by the contractor and be at fair and reasonable costs to the Government. When commercial air carrier and commercial ground transportation are used, they shall be the most reasonable available to accomplish the mission. When the Government gives the contractor sufficient notice, the lowest possible commercial airfare shall be used. The contractor shall strive to stay within established Government Per Diem rates for meals, lodging, and miscellaneous items at the travel destination. Also, mileage rates for personal vehicle use to accomplish temporary of site travel shall comply with established Government rates.
- G.1.3. The invoice submitted for payment of travel cost shall include a copy of the associated receipts for commercial carrier costs, ground transportation cost, and lodging. In addition, copy of all expense items in the amount of or exceeding \$75 shall be included. The contractor shall provide a copy of each required receipt, with the DD 250, to the COR within 10 days after travel completion, for payment, and shall be reimbursed via DD 250 which shall be approved by the COR. A copy of the approved DD 250 shall be submitted to AMSTA-AQ-ARCC, TACOM ROCK ISLAND, ATTN: Faye Taber, for the official contract record. The travel will be reimbursed against a cost-reimbursable CLIN. No G&A or profit will be allowed against the travel CLIN.
- G.1.4. The contractor shall document the results of temporary travel by preparing a report of travel. As a minimum, the report shall identify destination, purpose, accomplishments, and open issues/actions. The contractors format shall be used. Reports of travel shall be submitted to the COR.

H.1. <u>SECURITY</u>

- H.1.1. Facility and Personnel Security Clearances. The Contract shall possess, at the time of contract awards, proof that the Contractor and its key personnel have entered the Electronic Personnel Security Questionnaire (EPSQ) at www.dss.mil, and filled out the information, by submission of the validated form SF85P, Application for Public Trust. Access to Government computer equipment and programs is contingent upon submission of this form.
- H.1.2. Pass and Identification. The Contractor shall obtain badges and decals from the Government. The badges shall identify the Contractor as a non-Government employee. Parking on post shall be in the open parking areas for non-restricted, non-handicapped employees. The contractor shall provide names of all employees to the COR who will arrange for all Contractor employees to be badged. Such badges and decals shall be returned to the Government upon completion of the contract.
- I.1. INSPECTION AND ACCEPTANCE: Inspection and acceptance sites: The inspection and acceptance site for all efforts provided under this contract shall be the TACOM-RI at Rock Island, Illinois.
- I.2. APPOINTMENT OF CONTRACTING OFFICERS REPRESENTATIVE: The Contracting Officer will designate an individual(s) to act as the COR(s) under this contract. Letter from the Contracting Officer will designate such representative(s) with an information copy to the Contractor. The COR(s) will represent the Contracting Officer in the technical phase of the work, but will not be authorized to change any of the terms and conditions of the contract.
- I.3. ACCESS TO PROCEDURES, RECORDS, DATA AND FACILITIES: The Contractor shall allow the Contracting Officer or their duly authorized representative(s) access to and rights to examine any documents or records related to this contract.
- I.4. <u>INSPECTION AND ACCEPTANCE PROCEDURES</u>: The Government will have the right to conduct surveillance of the Contractor's performance including services rendered and any documentation or written material in support thereof under this contract. The contractor's progress will be evaluated from the Specific Tasks outlined in Section A-4 of this SOW. The Quality and effectiveness of contractor's output will be judged by the quality of written documents, and the progress of the mission, as defined by the SOW. The Contracting Officer's Representative will conduct such surveillance of the Contractor's performance under the contract as determined appropriate and necessary. The Contracting Officer will exercise these responsibilities through its

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staff and in connection with any related agencies necessary to ensure that the standards set forth herein are met.

- I.4.1. The requirements set forth in this contract shall be the criteria by which the Contractor's performance shall be inspected. These requirements may either be in full text or incorporated by referenced regulations, technical manuals, etc.
- J.4.1.2. Government Surveillance personnel will monitor the Contractor's performance by physical inspection, review of reports/documentation, or by the Daily Information Summaries (DISUM) processed.
- J.4.1.3. When Government surveillance personnel find deficiencies, the Contractor shall be so advised verbally and in writing. As directed by the Contracting Officer or their representative(s) the Contractor shall promptly take the necessary action to ensure against any future deficiency.
- J.4.1.4. Acceptance will be by submission of biweekly DD Forms 250 (Material Inspection and Receiving Reports) and will be F.O.B. Destination.

K. FEDERAL HOLIDAYS

New Years Day - First day in January
Martin Luther King Day - Third Monday in January
Presidents Day - Third Monday in February
Memorial Day - Last Monday in May
Independence Day - Fourth day in July
Labor Day - First Monday in September
Columbus Day - Second Monday in October
Veterans Day - Eleventh day in November
Thanksgiving Day - Fourth Thursday in November
Christmas Day - Twenty-fifth day in December

*** END OF NARRATIVE C 001 ***

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PACKAGING AND MARKING

THERE ARE NO PACKAGING INSTRUCTIONS FOR THIS EFFORT.

*** END OF NARRATIVE D 001 ***

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INSPECTION AND ACCEPTANCE

THE CONTRACTOR IS TO BE PAID THROUGH DD250 SUBMITTAL TO THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) BIMONTHLY.

TRAVEL COSTS WILL BE REIMBURSED AGAINST A COST LINE OF THE CONTRACT (CLIN 0002). THE CONTRACTOR IS TO SUBMIT A COPY OF ASSOCIATED RECEIPTS FOR THE COMMERCIAL CARRIER, GROUND TRANSPORTATION, AND LODGING, WITH THE DD250, TO THE COR FOR THE COR'S EVALUATION OF FAIR AND REASONABLENESS. IN ADDITION, ANY EXPENSES OVER \$75 WILL BE ITEMIZED ON THE REQUEST FOR PAYMENT. THE CONTRACTOR IS TO SUBMIT THE DD250 FOR TRAVEL, WITHIN 10 DAYS OF THE COMPLETION OF TRAVEL, TO THE COR. THE COR WILL EVALUATE THE RECEIPTS AND SIGN THE DD250 AND RETURN IT TO THE CONTRACTOR FOR SUBMITTAL TO DFAS, ROCK ISLAND.

*** END OF NARRATIVE E 001 ***

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DELIVERIES OR PERFORMANCE

FOB POINT FOR INSPECTION AND ACCEPTANCE IS DESTINATION. THERE ARE NO TRANSPORTATION CLAUSES THAT APPLY TO THIS SECTION.

*** END OF NARRATIVE F 001 ***

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CONTRAC	T ADMINISTRA	TION	DATA										
LINE	PRON/		OBLG							JOB ORDER	ACCOUNT	NG	OBLIGATED
<u>ITEM</u>	AMS CD	<u>ACRN</u>	STAT	ACC(DUNTING	CLASSIFICATION			1	<u>NUMBER</u>	STATION		AMOUNT
0001AA	S63FMS02SB	AA	2	21	320200	00036N6N40P4420022	2512	S19130	:	36KQ40	W91A2K	\$	100,224.00
44	200210000												
0002AA 44	S63FMS03SB	AA	2	21	320200	00036N6N40P4420022	2512	S19130	:	36KQ40	W91A2K	\$	5,000.00
											TOTAL	\$	105,224.00
SERVICE	1									ACCOU	NTING		OBLIGATED
NAME	TOTA	L BY	<u>ACRN</u>	<u>ACC</u>	DUNTING	<u>CLASSIFICATION</u>				STATI	ON		AMOUNT
Army		AA		21	320200	00036N6N40P4420022	2512	S19130		W91A2	K	\$_	105,224.00

TOTAL \$ 105,224.00

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SPECIAL CONTRACT REQUIREMENTS

	Regulatory Cite	Title	Date
1	252.247-7023 DFARS	TRANSPORTATION OF SUPPLIES BY SEA	MAY/2002
2	252.247-7024 DFARS	NOTIFICATION OF TRANSPORTATION OF SUPPLIES BY SEA	MAR/2000
3	52.246-4500 TACOM-RI	MATERIAL INSPECTION & RECEIVING REPORTS (DD FORM 250)	NOV/2001

- (a) Material Inspection and Receiving Report(s) (DD Form 250), are required to be prepared and furnished to the Government under the clause of this contract entitled 'Material Inspection and Receiving Report'. Distribution of reports to the Purchasing Office (in accordance with DoD FAR Supplement Appendix F) shall be accomplished electronically.
- (b) Two copies of the DD Form 250 are required to be submitted to the Purchasing Office. To satisfy this submission requirement electronically, the completed documents may be transmitted via electronic mail, or data fax. The electronic mail address for submission is faye.taber@us.army.mil. The data fax number for submission is 309-782-1218, ATTN: Faye Taber.
- (c) Any additional copies required in accordance with Appendix F may be submitted to the addresses identified below via the U. S. Postal Service:
 - (1) The FMS/MAP copies may be submitted to: $\ensuremath{\text{N/A}}$

(End of Clause)

(HS6510)

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CONTRACT	CLAUSES
CONTRACT	CTHOSES

	Regulatory Cite	Title	Date
1	52.212-4	CONTRACT TERMS AND CONDITIONS- COMMERCIAL ITEMS	FEB/2002
2	52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER - CENTRAL CONTRACTOR REGISTRATION	MAY/1999
		REGISTRATION	

3 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT

MAR / 2000

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days before the end of the contract period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
 - (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
 - (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years.

(End of Clause)

(IF6071)

4 252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR JUN/2003
DFARS EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL

(a) The Contractor agrees to comply with any clause that is checked in the following list of DFARS clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

- X _____52.203-3 Gratuities (Apr 1984) (10 U.S.C. 2207)
- (b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.
 - _____252.205-7000 Provision of Information to Cooperative Agreement Holders (Dec 1991)(10 U.S.C. 2416).
- ____252.219-7003 Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (DoD Contracts) (Apr 1996)(15 U.S.C. 637).
- ____252.219-7004 Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (Test Program) (Jun 1997) (15 U.S.C. 637 note).
 - ___252.225-7001 Buy American Act and Balance of Payments Program (Apr 2003)(41 U.S.C. 10a-10d, E.O. 10582).
 - _____252.225-7012 Preference for Certain Domestic Commodities (Feb 2003)(10 U.S.C.2533a note)
 - _____252.225-7014 Preference for Domestic Speciality Metals (Apr 2003) (10 U.S.C. 2533a note).
 - _____252.225-7015 Restriction on Acquisitor of Hand or Measuring Tools (Apr 2003)(10 U.S.C. 2533a note).
 - ____252.225-7016 Restriction on Acquisition of Ball and Roller Bearings(Apr 2003)
- (___Alternate I)(Apr 2003) (10 U.S.C. 2534 and Section 8099 of Public Law 104-61 and similar sections in subsequent DoD appropriations acts).
 - _____252.225-7021 Trade Agreements (Apr 2003)(19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).
- X _____252.225-7027 Restriction on Contingent Fees for Foreign Military Sales (Apr 2003)(22 U.S.C. 2779)
- X 252.225-7028 Exclusionary Policies and Practices of Foreign Governments (Apr 2003)(22 U.S.C. 2755).
 - _____252.225-7036 Buy American Act--North American Free Trade Agreement Implementation Act--Balance of Payments Program (Apr 2003) (_____Alternate I)(Apr 2003) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).

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	252.225-7038 Restriction on Acquisition of Air Circuit Breakers (Apr 2003)(10 U.S.C. 2534(a)(3)).					
	252.227-7015 Technical Data - Commercial Items (Nov 1995)(10 U.S.C. 2320).					
	252.227-7037 Validation of Restrictive Markings on Technical Data (Sep 1999)(10 U.S.C. 2321).					
	252.232-7003 Electronic Submission of Payment Requests (Mar 2003) (10 U.S.C.2227)					
X	252.243-7002 Requests for Equitable Adjustment (Mar 1998) (10 U.S.C. 2410)					
Х	252.247-7023 Transportation of Supplies by Sea (May 2002) (Alternate I)(Mar 2000) (Alternate II) (Mar 2000)(Alternate III) (May 2002) (10 U.S.C. 2631).					

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items clause of this contract (Federal Acquisition Regulation 52.212-5), the Contractor shall include the terms of the following clause, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7014, Preference for Domestic Speciality Metals, Alternate I (Apr 2003)(10 U.S.C.2533a note).

__252.247-7024 Notification of Transportation of Supplies by Sea (Mar 2000)(10 U.S.C. 2631).

- X 252.247-7023, Transportation of Supplies by Sea (May 2002)(10 U.S.C.2631).
- X 252.247-7024, Notification of Transportation of Supplies by Sea (Mar 2000) (10 U.S.C. 2631).

(End of clause)

(IA6720)

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LIST OF ATTACHMEN	NTS			
List of				Jumber
Addenda		Title	Dateof	Pages Transmitted By
Attachment 001	SECURITY ASSISTANCE SOW	FOR TRAVEL	00	12